



## Position Description

<b>Position Title:</b>	Procurement Specialist	<b>Department:</b>	Real Estate Development
<b>Reports to:</b>	Procurement Analyst	<b>Employment Status:</b>	Full-Time
<b>FLSA Status:</b>	Non-Exempt	<b>Date Created:</b>	February 2020

### Summary

The primary purpose of this position is to provide procurement and administrative support for Columbia Housing procurement operations. The incumbent is responsible for the coordination of the purchasing process for the organization and performs tasks necessary to procure supplies, equipment, and services, in accordance with established procurement policy and HUD regulatory requirements.

All activities must support the Columbia Housing's ("CH") mission, strategic goals, and objectives.

### Essential Duties and Responsibilities

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.*

- Receives and reconciles invoices; obtains requisite approvals and ensures appropriate documentation; forwards invoices to Finance Department for processing and payment.
- Orders office supplies for administrative and maintenance departments according to CH procurement procedures. Maintains supply of copy paper, printed envelopes, folders, and other materials for CH offices.
- Expedites and follows up with suppliers to schedule deliveries; resolves material, value discrepancy, outstanding and overdue delivery of orders, warranty claims and damage, and return of materials.
- Works with departments to determine supply needs. Generates and/or reviews inventory reports. Monitors inventory levels and reconciles physical inventories with records.
- Ensures availability of materials to meet organizational objectives. Prepares and maintains purchasing files, reports, and price lists.
- Orders janitorial and maintenance supplies for maintenance department and cleaning crew according to CH procurement procedures. Ensures security of chemicals and other materials.
- Assists with filing of contracts; tracks progression of contracts using spreadsheets.
- Assists with administration of CH's procurement process, prepares Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and coordinates review of Sealed Bids.
- Receives purchase requests; sources price quotations; obtains requisite approvals and ensures appropriate documentation; and prepares and generates purchase orders.
- Processes all purchase orders for approval and signature by applicable managers prior to contractor distribution and notification to start work.
- Logs and follows up on work orders as required.
- Negotiates the purchase of materials and supplies, taking into consideration the element of quality and delivery through long-term agreements.
- Performs data entry, filing, and other administrative duties.
- Completes other related duties as assigned.



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### Behavioral Competencies

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

*Initiative:* Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

### Job Competencies

- Knowledge of the general operations and procedures of CH departments, properties, and HUD housing programs.
- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- Skill in composing accurate and accessible procurement reports and related documents.
- Ability to prepare and present ideas in a clear and concise manner in order to address procurement initiatives and issues with staff and leadership.
- Ability to explain policies, rules, regulations, and procedures.
- Ability to understand, act on, and interpret policies; and to implement regulations and procedures as set forth by the Housing CH and/or HUD.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, and local, state, and federal officials.

### Education and/or Experience



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High School Diploma or GED and a minimum of two (2) years of experience providing administrative procurement support. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under CH's automobile insurance plan at the standard rate.

#### Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.

### Read and Acknowledged

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Employee Signature

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Date

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Employee Name [printed]